



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
NATIONAL PROSECUTION SERVICE
OFFICE OF THE REGIONAL PROSECUTOR
REGION III

Diosdado Macapagal Government Center, Barangay Maimpis
City of San Fernando, Pampanga



REQUEST FOR QUOTATION

Pursuant to Republic Act No. 9184, the Office of the Regional Prosecutor, Region III (ORP-Region III) through its Bids and Awards Committee of the National Prosecution Service – Region III (BAC - NPS Region III), hereby invites all interested, suppliers, manufacturers or distributors and bidders to submit their *lowest price* (inclusive of tax) on the items listed on the attached RFQ and submit their quotations duly signed by their representatives:

Project : Procurement of Common Use Office Supplies and Consumables
(Not Available at the Department of Budget and Management – Procurement Service Regional Depot III)

Location : Office of the Regional Prosecutor – Region III
3rd Floor, Hall of Justice Building, Diosdado Macapagal Government Center, Barangay Maimpis, City of San Fernando Pampanga

Approved Budget : **Php 978,654.54**

I. DELIVERABLES

1. The prospective bidders shall bid for the supply and delivery of Common Use Office Supplies and Consumables (see attached RFQ Form dated October 16, 2020) to the Office of the Regional Prosecutor – Region III, Hall of Justice Building, Diosdado Macapagal Government Center, Barangay Maimpis, City of San Fernando, Pampanga.

II. SCHEDULE OF DELIVERY

Delivery shall be made within (7) calendar days upon issuance/receipt of the Purchase Order.

III. TERM OF PAYMENT

Send bill payment.

GENERAL CONDITIONS:

1. Price validity shall be a for a period of 30 days from submission of quotation;

2. All bids/quotations shall be considered as fixed prices and not subject to price escalation during contract/purchase order implementation;
3. A penalty of one-tenth of one percent (0.001) of the total cost of the undelivered items shall be imposed for every day of delay. The liquidated damages will be imposed until such items/goods are finally delivered and accepted by ORP-Region III;
4. Warranty shall be for a period of six (6) months from date of acceptance;
5. PhilGeps Registration Certificate, Valid Mayor's Permit, Income Tax Return and Omnibus Sworn Statement shall be attached upon submission of the RFQ; and
6. Door to door delivery.

Deadline for submission of quotation will be on or before October 26, 2020, 9:00 a.m. addressed to the BAC – NPS Region III Chairperson, Office of the Regional Prosecutor, Region III, Diosdado Macapagal Government Center, Barangay Maimpis, City of San Fernando, Pampanga.

For more details/inquiries, please coordinate with Mr. Demosthenes B. Mercado and/or Mr. Romar A. Arciga at telephone number (045) 963-6817. The quotation may be submitted through e-mail at orsp_region3@yahoo.com and/or orp03@doj.gov.ph.

The BAC - NPS Region III assumes no responsibility whatsoever to compensate or indemnify supplier/s for any expenses incurred in the preparation and submission of quotations/proposals.

The BAC - NPS Region III reserves the right to reject any or all proposals found to be disadvantageous to the government.

City of San Fernando, Pampanga, October 16, 2020.


JOCELYN C. SAN PEDRO-MAAT
Senior Assistant Regional Prosecutor
Chairperson, BAC – NPS Region III

Attachment: Request for Quotation Form